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# MANAGEMENT ANNUAL EVALUATION PREPARATION FORM

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| EMPLOYEE INFORMATION | | | |
| **Employee Name:** |  | **Band:** | **Choose an item.** |
| **Position Title:** |  | **Evaluation Period:** |  |
| **Supervisor:** |  |  |  |

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| **PERFORMANCE EVALUATION COMPETENCIES** |
| **Accountability** |
| * Holds themselves and others accountable * Focuses on results tied to the organizational mission and vision * Understands and complies with applicable federal/state laws and College policies/procedures * Is purpose-driven * Follows through to complete projects and meet deadlines * Uses available College data to monitor and adjust activities as appropriate |
| **Comments:** |
| **Collaboration** |
| * Values collaboration among staff, students and communities to promote effective learning, communication and decision-making * Develops positive relationships and works in partnership with others * Listens to others and is receptive to input * Is constructive in their communication * Seeks ways to keep the College informed |
| **Comments:** |
| **Continuous Improvement** |
| * Leads change; leads innovation and change management * Identifies and implements best practices * Navigates through change and practices change management * Values professional growth; is responsible for continued learning for themselves and for employees * Is risk tolerant, flexible, adaptable and resilient |
| **Comments:** |
| **Decision Making, Problem Solving and Judgment** |
| * Works strategically; sees the big picture and anticipates outcomes of decisions * Is a critical thinker * Effectively analyzes problems, anticipates potential obstacles, determines appropriate action and acts in a timely and decisive manner * Responds appropriately to crisis situations and initiates solutions when possible * Makes sound and fair decisions * Plans and prioritizes work assignments appropriately |
| **Comments:** |
| **Diversity and Respect** |
| * Leads by example and demonstrates respect, honesty, empathy and ethical behavior * Fosters collaboration; is inclusive and strives to see things from different points of view * Represents self and situations honestly; understands and maintains confidentiality * Supports College diversity and inclusion initiatives * Relates sensitively to the diversity of staff and students |
| **Comments:** |
| **Financial Management** |
| * Makes effective fiscal decisions based on data and input * Manages budget appropriately * Follows budgetary guidelines and budget manager responsibilities * Uses available resources to solve problems and meet needs |
| **Comments:** |
| **Job Specific Performance:** |
| * Performs duties as defined by position; demonstrates understanding of all job tasks * Completes tasks independently with little supervision * Learns new assignments willingly * Demonstrates ability to manage multiple responsibilities simultaneously * Creates procedures and/or processes to manage work effectively * Provides employees with the tools they need to be successful |
| **Comments:** |
| **Leadership** |
| * Serves as a role model; leads with integrity and models the values of our organization * Communicates effectively; listens and practices open and honest communication * Leads people; values and models the College’s team framework and processes * Communicates clear performance expectations and manages performance * Addresses conflict through communication and effective conflict management * Motivates their team and fosters engagement * Recognizes talents, develops employees and assists staff |
| **Comments:** |